Email Encryption is now available for everyone to use. Please read below and contact IT if you have any questions.

What is email encryption?
An encrypted email is an email that protects the content from being read by unintended recipients. It protects the email by putting a password on the email.

Why do I want to encrypt an email?
You will want to encrypt an email that has sensitive content in the email. For example if you are sending a social security number, banking information, and Credit Card information to anyone via email you would want to encrypt it because this is very sensitive information that you should secure.

How do I encrypt an email?
Encrypting an email is very easy. You would start a new email like you would normally, except in the subject line you type: [encrypt]

For example: this email would be encrypted to test@test.com

Now for the recipients that receive an encrypted email from Juneau County Employees (this is what they will have to do)

1. The recipient will check their email and open the email received by you

    The email will look like this:

SPX Registration Request from Juneau County

Adam Nelson (anelson@co.juneau.wi.us) has sent you an encrypted message. Before you can receive and view this email you will need to register with a password by clicking here.

After you have completed the registration, you will be able to view any future encrypted emails using the same password that this sender or other senders from Juneau County might send you in the future.
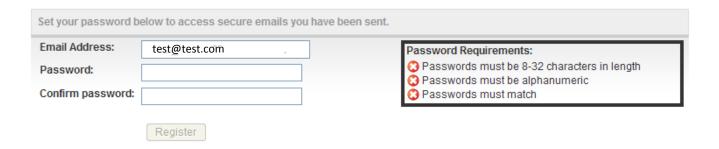
Note: if your mail program does not support active links, you can register by copying and pasting the text below into your internet browser:

https://emailencryption.co.juneau.wi.us/register/001U2FsdGVkX1-pLapMSC9I_cpkF3YdIPUgsd3tXxB0Z0q-xqTNSKPGtQ/

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this email. Please notify the sender immediately if you have received this email by mistake and delete this email from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

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sophos SPX encryption | SOPHOS simply secure

2. The recipient will need to click the word **here** in the email
3. Another page will show up and the recipient will then have to type a password twice that they will use for every encrypted email that they receive from Juneau county. This password will never change.

Set your password below to access secure emails you have been sent.

Email Address: test@test.com
Password:
Confirm password:

Password Requirements:
❌ Passwords must be 8-32 characters in length
❌ Passwords must be alphanumeric
❌ Passwords must match

Register

4. The recipient will the click Register after typing in their password that they want to use.
5. They will then see a Success! Message

Success!

You will receive your encrypted message shortly.

Now that you are registered, use your password to open all encrypted messages from this sender.

You can now close this window.

6. Then the recipient will have to check their email again and they should receive the encrypted email. The recipient will need adobe reader installed on their computer to open this. Adobe reader is free and can be downloaded at www.adobe.com
7. Open the attachment and it will ask for a password. The recipient will have to type the password that they created

If the recipient cannot remember their password, we can reset their account so they can setup a new password.